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MMISSION CITY AND COUNTY OF SAN FRANCISCO

Neighborhood Arts Program

OF THE JOINT MEETING OF THE CULTURAL FACILITIES COMMITTEE AND THE FINANCE
EE OF THE SAN FRANCISCO ART COMMISSION

31/83 PRESENT: Commissioners LaRocca, Paterson, Patri, Alley, Nemerovski, Duncan and Vedensky; NAP Director Maciel, Bernice Bing, Fe Bongolan, Art Commission Director Ellison-Wong, MCC Director Maciel

-Situation of temporary employees and how it effects the Art Commission
-NAP/SFNAC budget

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- how could we afford to pay some of the Civil Service nicians, who would be paid at prevailing union rates

- the loss of dedicated employees who may not pass or igh enough on the tests to merit appointment.
- effect on contract hiring
-possibility of Consortium contracting with Art Commission rogramming within the Centers.

llowing was a discussion on the renovation work being done at the Western Addition work to be done at the Mission

taken by Fe Bongolan
y Loretta Kruger

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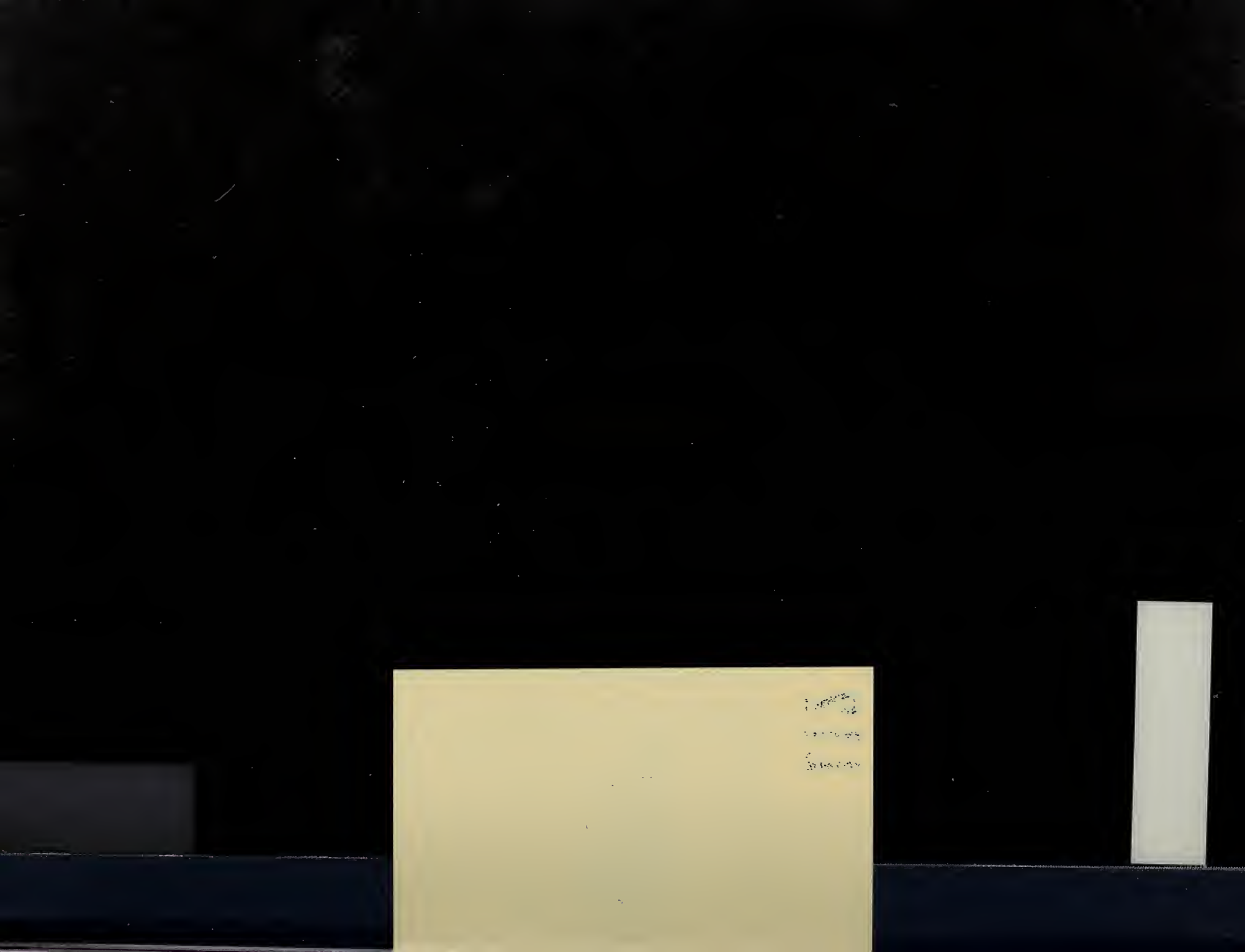

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ART COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Neighborhood Arts Program

MINUTES OF THE JOINT MEETING OF THE CULTURAL FACILITIES COMMITTEE AND THE FINANCE COMMITTEE OF THE SAN FRANCISCO ART COMMISSION

Held 3/31/83 PRESENT: Commissioners LaRocca, Paterson, Patri, Alley, Nemerovski, Duncan and Vedensky; NAP Director Maciel, Bernice Bing, Fe Bongolan, Art Commission Director Ellison-Wong, MCC Director Maciel

AGENDA: -Situation of temporary employees and how it effects the Art Commission
-NAP/SFNAC budget

NAP Director Maciel opened the discussion with information concerning the submission of the CAC AAD proposal. It is a joint proposal to cover salary expenses of 4 Consortium employees (the 4 Program Directors) 4 NAP employees (the 4 Building Managers) and an Executive Director for the Consortium. The total amount of the proposal is $50,000, which would only help to partially meet these salary expenses.
The Committee approved the submission of this proposal.

Director Maciel then announced the pending visit of NEH Chairman William Bennett on Friday April 8 at the Mission Cultural Center.

Following was a lengthy discussion of the new Civil Service regulations concerning temporary employees. Since virtually every employee of the Art Commission is a "temporary" it will have a profound effect on our organization. Immediately effected by the regulations are anyone in Class #s 3540 and 1650.

A related issue is the non-issuance of oral authorization numbers as of March 22, 1983 which results in the Art Commission not being able to hire.

Some of the concerns raised - the necessity of having committed community people working in the Centers that have a respect for and an appreciation of art and the culture of the people of the community.

- how could we afford to pay some of the Civil Service rates, particurlarly to the technicians, who would be paid at prevailing union rates of $15-$30 per hour.

- the loss of dedicated employees who may not pass or score high enough on the tests to merit appointment.

- effect on contract hiring

-possibility of Consortium contracting with Art Commission to do programming within the Centers.

Following was a discussion on the renovation work being done at the Western Addition and the work to be done at the Mission

Minutes taken by Fe Bongolan
Typed by Loretta Kruger

4/5/83

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SF Cult Commission

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MINUTES

CULTURAL FACILITIES COMMITTEE

The meeting was held June 1, 1983 in the ConferenceRoom at 45 Hyde Street Present were Alfonso Maciel, Bart Ross, Anne-Marie Theilen, Loretta Kruger, Joan Allison-Wong, TimDuncan, Bob LaRocca and Bernice Bing.

The meeting was called to order at 9:15 a.m. by Chairman Duncan.

Chairman Duncan opened the m eting by recounting the discussion held between him, Anne Marie, Joan and Alfonso a few weeks previously where the topic was how the new personell regulations will effect NAP. Discussed the possibility of contracting NAP out to NAC; having the income come through A/C and be granted back out; having Art Commissioners serve as ex-oficio members of NAC

Joan stressed that the agr ement with the NAC should clearly state that its purpose is to run the four cultural centers only. Any other programs that are currently administered by NAP (ex. th e Chin se Cultural Center) would continue to be administered through the Art Commi sion.

Tim thinks it's important that the Commission continue to pay the salary of the NAP Director and Assistant.

Joan thinks the Commission would continue to receive Hotel Tax and NEA monies on behalf of the NAP she also wants to be sure that there is a yearly review of the agreement.

Anne-Marie asks if Joan's earlier reference to running the "cultural centers" includes the programs and services of the Centers and Joan assures that it does.

Bob LaRocca asks at what stage we are in moving forward with this plan- has there been a contract drafted? Joan responds that as of this date we have only been plotting the procedure and that she thinks it best if we have the agreement defined, approved by the City Attorney, accepted by the Commission and the Consortium and then presented to the Mayor's office for ratification.

Comm. Duncan stresses that the A/C would have budget approval.

Several questions are raised concerning specific issues (for example ownership and usage of the trucks and other equipment, staffing considerations, benefits to be offered to NAC employees...) and Joan again stresses that we are only at the conceptual stage and that specifics will have to be worked out

Anne-Marie brought up the need to clearly define the personnel needs of the Centers and the Consortium within the next month.

Bob LaRocca asked about the time schedule re the Civil Service Commission. Joan thinks that we have at least a couple of months and possibly to the end of the year, if we can show them within the next few months that we have a realistic and workable plan for transfering personnel to the Consortium.

Bernice initiated a discussion on the necessity of some kind of written acknowledgement from the A/C that the Friends are engaged in programming in the Centers. Several suggestions are made as to the form that this acknowledgement could take and it is decided that perhaps a Status Report would suffice.

Then the discussion shifts to the need for two Status Reports - one concerning the Support Services for the Arts and the other an overall report of the concept and its development.

The report should include specific, concise statements as to goals and objectives concerning issues of control and responsibilities. Joan agrees to write this report with the assistance of Alfonso and Ann-Marie.

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Since it is too late to get this item on the Consent Calendar for the next fill A/C meeting it will go on the Regular Calendar for discussion.

Tim Duncan asks for a list of staff so that he can become more familiar with the day to day workings of MAP. This list will include names, duties, who pays the person. Annd Marie agrees to compile this list.

Anne Marie also asks that we set up a regular schedule for these Committee meetings and schedule them early enough in the month so that we can put items on the Comsent Calendar if necessary. Joan suggests that we combine the Building Management meeting with the Committee meeting and everyone agrees this is a good idea. The meetings are set for the2nd Wednesday of each month at 9:00 a.m. They will be held in the Conference Room at 45 Hyde for the first few months and then possibly held on a rotating basis in each of the Cultural Centers.

The meeting was adjourned at 10:10 a.m.

Minutes taken and typed by Loretta Kruger

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Dianne Feinstein
MAYOR

Claire N. Isaacs
DIRECTOR

September 20, 1983

Commissioners

Roselyne C. Swig
President

Dmitri Vedensky, Jr.
Vice President

Vernon Alley
Timothy Duncan
Fredrick Goerner
Jo Hanson
Robert LaRocca
Jacqueline Nemerovski
William Patterson
Piero Patri
Peter Rodriguez
Guy Tulinferro

Ex Officio Members:

Presidents of the
Fine Arts Museums
Library Commission
Planning Commission
Recreation and Park
Commission

MINUTES-CULTURAL FACILITIES CO. & CULTURAL MANAGEMENT MTG. 9:00AM

PRESENT:

Bob LaRocca.....Commissioner
Timothy Duncan.....Commissioner
Anne Marie Theilen.....Director NAP
Debrenia Madison-Himes.....NAP
Oscar Marciel.....MCC
Bernice Bing.....SOMAR
Zemma Meacham.....BOH

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AGENDA

I Representation of Cultural Facilities & NAP on Friends of the Arts Board
II Donations Clause for Agreement
III City Attorney Opinion on Issues of Inquiry
IV NEA Grant 1985
V Mission Cultural Center (MCC)
VI Western Addition Cultural Center (WACC)

I REPRESENTATION CULTURAL FACILITIES & NAP ON FRIENDS BOARD

Director, Anne Theilen, explained to the Committee that all the Cultural Centers and NAP needed a person to represent their program on the Board of Friends of the Arts. (FOAA) Commission Duncan declined the position to represent NAP because of time factors. It was suggested that Commissioner Duncan ask Commissioner Patterson or that Commissioner La Rocca assume the position until Commissioner Duncan had more time.

All the Cultural Facilities had representatives named at this time.

II DONATIONS CLAUSE FOR AGREEMENT

The attached "Donations Clause" (Ex. 1 of these Minutes) was reviewed by the Committee and approved to be incorporated in the agreement as written.

III CITY ATTORNEY OPINION ON ISSUES OF INQUIRY

Issues regarding non civil service employees staffing the Cultural Facilities , use of City Trucks by the Non Profit Boards, and Issurance coverage were determined by the City Attorney and presented to the Committee.

The Committee decided to incorporate the answers into the agreement which will result in allowing non civil service personnel to staff the facilities;use of the equipment on site at the facilities to continue being used by the Non Profits; the purchase of insurance by the non profits to cover liability of the equipment;and transfer of funds received by the Commission or FOA on behalf of the Facilities, to the Non Profits.

Thereafter, it was decided that another draft of the Art Commission and Cultural Facilities Agreement be submitted to the Committee which incorporates all of the understandings made to date in their meetings. This draft is attached hereto as Ex. 2. It will be discussed at the next Cultural Facilities Mtg. on October 12th at the Western Addition.

The Committee also proposed to review the inventory list of equipment now at the Centers and refer this list to Keith Grand's Office, the City Risk Manager.

IV NATIONAL ENDOWMENT GRANT 1985

Director, Anne Marie Theilen, relayed to the Committee that Friends Of the Arts will submit the October 15th, 1985 NEA Grant on behalf of the Cultural Centers. All of the Cultural Centers will be asked to help in the writing of the grant and a meeting to do this will take place at the next Consortium mtg. (Sept. 20th)

Commissioner Duncan requested to see the grant draft after it is written. It was stated that all grant applications had to be seen by Director of Finance Co., Commissioner Nermerovski.

It was stated that Grant would be written this way, so that the Cultural Centers could begin developing a fiscal understanding with NEA. Also, the grant would not include NAP cost. NAP will get its funding from Ad Valorem Taxes and a portion of the Hotel Tax Funds.

Further, there will be a staff reduction in NAP after June lrst. There will be a Director, assistant and a part/time accountant.

V MISSION CULTURAL CENTER (MCC)

Oscar presented plans for revision of the Master Plan renovation to take place at the MCC. The proposal suggested changing the elevator position and constructing a reception area. The Committee favored the changes subject to cost factors. The cost for the changes were to be presented to the Committee for further consideration. Oscar was advised to contact Commissioner Vedensky, and Mr. Broder.

VI WESTERN ADDITION CULTURAL CENTER

Renovation of the facility is not complete and the Board is still in the process of hiring a Director.

VII NEXT MEETING

Next meeting is scheduled for September 12, 1983, at 9:00 on the Western Addition Cultural Center Premises. The address is

762 FULTON STREET
SAN FRANCISCO, CA. 94102

EXHIBIT 1

DONATIONS AND FEES
POLICY STATEMENT

I IT IS TO BE UNDERSTOOD AND AGREED TO BY THE BOARD OF _____ CULTURAL CENTER THAT ALL DONATIONS AND FEES RECEIVED AND GENERATED FROM EQUIPMENT LOANS, SPACE USES AND SERVICES OFFERED BY THE CULTURAL FACILITY ARE TO BE USED SOLELY TO ENHANCE AND TO MATCH EXISTING AND ADDITIONAL PROGRAMMING OF THE CULTURAL FACILITY.

II THE DONATION AND FEE MANUAL POLICIES ARE SET, REVIEWED, AND APPROVED ANNUALLY BY BOARD'S OF THE NON-PROFITS.

EXHIBIT 2

THE CITY AND COUNTY OF SAN FRANCISCO
ART COMMISSION AND ITS CULTURAL FACILITIES AGREEMENT

PREAMBLE:

I CONTRACT

A) A contract between the parties, that is evaluated and renegotiated annually, will be the controlling understanding governing these Cultural Facilities' (South of Market Cultural Center, Bayview Opera House Cultural Center, Western Addition Cultural Center, and Mission Cultural Center) and the San Francisco Art Commission's ("Commission") responsibility thereto.

B) The initial contract will be drafted with input from the Commission, the Neighborhood Arts Consortium, and the Cultural Center Staff. Their recommendations will be given to the City Attorney for approval and submitted to the Mayor's Office for endorsement before submission to the Board of Supervisors for final approval.

C) Subsequent contracts will be negotiated between representatives of the Facilities' Non Profit Boards & Staff, and the Commission, as opposed to individual negotiations with each Facilities' Board & Staff.[1]

II FUNDING

The funding that the Commission and Friends Of the Arts (FOA) solicits and receives on behalf of the Cultural Facilities will be regranted to the Non Profit Boards of these Facilities, towards the continued operations of these Cultural Centers.

[1] This is decided to maintain equality among the Facilities and the Commission, however, it does not indicate that Facilities' budgets must be the same, nor that different needs may not be considered for renovation or expansion.

III AGREEMENT SCOPE

This agreement will be limited to contracting with the Facilities designated in I(A) of this document, currently owned by the Art Commission. The agreement was drafted before Support Services became included, and also when the agreement was with the Consortium. This agreement is not to include The Chinese Cultural Center, the leases with Portrero Hill, Intersection, Neighborhood House and 362 Capp...

IV NAP DIRECTOR AND ASSISTANT

The Art Commission will continue to provide the salary for a Neighborhood Arts Program Director and Assistant. These staff personnel will monitor the execution of this agreement, assist as liaison to the Cultural Centers, and administer current and future Neighborhood Arts Program activities not contracted out.

V PROCESS OF REVIEW AND APPROVAL OF BUDGETS

A process of review and approval of budgets for the Cultural Facilities will be developed and agreed to by the parties. Once this process is accepted, it will be incorporated by reference into this agreement and monitored by NAP personnel.

VI FACILITIES STAFF

A) Staff Transfer:

1. Based on City Attorney Opinion that non civil service employees can maintain the security of Art Commission owned buildings when the salaries of these employees derrive from allocations received by the Art Commission from Hotel Tax Fund or other funding allocations and are transfered to the Facilities' Non Profit Boards; AND

2. Based on City Attorney Opinion that non civil service employees can maintain the security of Art Commission owned buildings when salaries of these employees are funded by allocations received by

Friends Of the Arts from Foundations, Donations, Hotel Tax, and Federal Funds; The Commission will recommend transfer of all its Facilities' Employees to the payrolls of the Facilities' Non Profit Boards.

3. The Boards payrolls will be managed and dispersed by an Associated Business Manager and audited periodicly by NAP personnel and outside auditors upon notice.

4. The Associated Business Manager's salary will be paid by allocations from Friends Of the Arts Fundraising Committee, earmarked for payment to the Associated Business Manager of the Cultural Centers.

B) Personnel Policy:

(To include a statement which requires the Board to acquire worker's compensation insurance for employees, health insurance, and other coverage as required.(See Liability)

VII EQUIPMENT LOANS

A) The Commission will continue to loan equipment presently on site at the Facilities to the Boards of the Facilities provided that any person authorized to use or manage such equipment be professionally qualified to do so. The qualifications will be subject to NAP review and authorization upon recommendation of the Boards.

B) Trucks:

City owned trucks, on loan to the Commission for use at these Facilities, may be driven by the employees of the Non Profits on conditions that:

1. The Commission and the City is released from all liability arising from operation of these vehicals; and

2. Insurance coverage be purchased by the Non-Profits to cover employees driving these vehicals. The insurance coverage must include:

i. personal injury
ii. liquor liability
iii. products liability
iv. contract liability

3. The Commission agrees to continue loaning trucks from the City, on loan to the Commission, to the Non Profits as long as they are used for community programming. Further, the maintenance charges may be credited to the City.

C. Donations and Fees:

1. It is to be understood and agreed to by the Board of each Facility that all Donations and Fees received and generated from equipment loans, space uses and services offered by the Cultural Facility are to be used solely to enhance and to match existing and additional programming of Cultural Centers.

2. The donations and fee manual policies must be set, reviewed, and approved annually by the Board's of the Non Profits.

IX PROGRAMMING POLICY

The Boards' of the Facilities agree to continue to be responsible for the programming in each Facility. The programming must be responsive to the needs of the community and reflect the culture and spirit of the community in which the Center is based. This programming will consist of classes and workshops in a variety of art disciplines, gallery space; the production of theatrical and cultural events; and other

programming as suggested by the community.

X GOODWILL

Cross crediting of the parties will be honored. Co-sponsorship recognition of the Commission, on Facility Program Documentation will be continued, and vice-versa when applicable.

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City and County of San Francisco

ADDENDUM I

Art Commission

Dianne Feinstein
MAYOR

Claire N. Isaacs
DIRECTOR

October 12, 1983

Commissioners

Roselyne C. Swig
President

Dmitri Vedensky, Jr.
Vice President

Vernon Alley
Timothy Duncan
Fredrick Goerner
Jo Hannon
Robert LaRocca
Jacqueline Nemerovski
William Paterson
Piero Patri
Peter Rodriguez
Ray Taliaferro

Ex Officio Members:

Presidents of the
Fine Arts Museums
Library Commission
Planning Commission
Recreation and Park
Commission

MINUTES-CULTURAL FACILITIES CO. & CULTURAL MANAGEMENT MTG. 9:00AM

PRESENT:

Timothy Duncan.....Commissioner
Jackie Nemerovski.....Commissioner
Claire Isaacs.....Art Commission Director
Anne Marie Theilen.....NAP Director
Debrenia Madison-Himes.....NAP
Oscar Maciel.....MCC Director
Yvonne Ladson.....WACC Director
Zemma Meacham.....BOH Director

AGENDA

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I National Endowment for the Arts 1985 Grant
  A. Status Report
  B. Committee Review
II Performing Arts Fund
  A. Status Report on Commission Action
III Cultural Facilities Agreement
IV Mission Cultural Center Renovation Status
V Western Addition Cultural Center Renovation Status

I NATIONAL ENDOWMENT FOR THE ARTS 1985 GRANT

A. Status Report:
Ms. Madison-Himes informed the Committee that the 1985 NEA Grant Application was completed and available for perusal during the meeting. She commended on the tremendous efforts made by all Cultural Center Directors to draft their portions of the Grant and congratulated everyone, for a job well done!

B. Committee Review:
Commissioner Nemerovski suggested for future grants that the slide show documentations be transfered to video and sent to fundraisers in video tape form. This idea was discussed by the Committee and it was resolved that future grants would attempt to incorporate this proposal.

Further, Commissioner Nemerovski suggested for the present grant that the documentation be bound in one folder. This suggestion would immediately be acted upon by NAP after the meeting.

Commissioner Duncan moved to have the slide presentation (sent to NEA) shown at the Commission's November meeting. This motion was unanimously approved by the Committee.

II PERFORMING ARTS FUND

A. Status Report on Commission Action

Director, Anne Marie Theilen, relayed to the Committee the change in the NAP Budget after the Commission's October Meeting. She informed the committee that past Director,Alphonso Maciel, had included $30,000 of Performing Arts Funds in the NAP budget. (See Memorandum Attached as Ex. 1) These funds were anticipated but to date not allocated by the Commission.

The Committee's response was to have the Finance Committee make a recommendation to the Art Commission to allocate this amount to NAP.

III CULTURAL FACILITIES AGREEMENT

A. Review Of Draft

The Committee reviewed the second draft of the agreement and found no corrections with the exception that the Funding Section should be drafted to include the statement that " It is understood that there will be a cost for fiscal management of funds transfered from Friends of the Arts to the non-profits that is mutually agreed upon by the parties." (See Section II of agreement attached as Ex. 2)

It was also noted that the City Attorney needed copies of all the Centers Personnel Policies to analyze whether they are legally sufficient to transfer the staff. These policies will be needed in NAP's office by Friday, October 21rst.

Further, Commissioner Duncan suggested that NAP draft the missing sections of the agreement (Preamble, Personnel Section) and the Committee would review the drafted sections at the next meeting. This suggestion was approved by the Committee and would be acted upon by NAP.

IV MISSION CULTURAL CENTER RENOVATION STATUS

Director, Anne Marie Theilen, reported that a meeting took place between Commissioner Vendensky, Dick Broder, Oscar Maciel and herself to discuss the suggested master plan changes that Oscar had proposed at the last Cultural Facilities Meeting. The result of this meeting was to research the cost involved in the suggested changes and see if they were economically feasible.

V WESTERN ADDITION CULTURAL CENTER RENOVATION STATUS

A. Introduction of New Director

Yvonne Ladson, the new Director of WACC, introduced herself to the committee and discussed her planning goals for the future of the Center. She stated that her emphasis would be in program development and management. She intends to make WACC a Cultural landmark in the city of S.F. by expanding its community support and professional programming.

B. Renovation Status

The building is still closed due to renovation. The Theatre is

is coming along nicely and the other parts of the building are still being renovated. A small openning is expected in November but the Grand openning may be delayed until renovation is complete.

VI MEETING ADJOURNED:

10:30 AM after being held in the Conference Room of Western Addition. The next meeting is scheduled for November 9, 1983 at :

THE ART COMMISSION
CONFERENCE ROOM
45 HYDE STREET
SAN FRANCISCO, CA.

Exhibit 1

October 7, 1983

M E M O R A N D U M

TO: CLAIRE ISAACS
Director, Cultural Affairs

FROM: ANNE MARIE THETLEN
Director, Neighborhood Arts Program

RE: PERFORMING ARTS FUND ALLOCATION
1. Methods of Distribution
2. Funding Justification

The Neighborhood Arts Program budget, prepared by Alfonso Maciel, (Attachment A) does not divide nor percentage out sources of funding. The Performing Arts Funds projected allocation was included in the budget available to the cultural centers even though the commitment had not been finalized.

Without this income, which represents 7.6% of the Neighborhood Arts Program, we will need to reduce salaries, maintenance and facilities costs by 10% to ascertain fiscal control through the fiscal year. The final budget that was prepared in June shows an average cost of $44,429 per Cultural Center (Attachment B).

In the past three years, Performing Arts funding to the Neighborhood Arts Program was recommended by past Director, Joan Ellison Wong, this recommendation was prompted by the knowledge that NAP was absorbing costs for other projects in administration, leases and services. Further, NAP would continue to share resources that were impossible to provide through the controllers or municipal systems.

For your clarification, I have singled out services or budget costs which N incurred in the past and present year from other Commission Programs:

	SERVICES	APPROX. COST
1.	Accountant/Bookkeeping Assistance 50-75% since May	$ 9,000
2.	Personel, Administrative Assistance 20%	5,000
3.	Coordination of volunteer services/senior services	1,000
4.	Office Equipment relocation and leasing	7,500
5.	Postage meter rental/typewriters	300
6.	Support Services graphics, technical and exchange of services	4,000

For your information, I will be planning with program directors and the boards of the cultural centers' budgets for fiscal year 1984-85. The Performing Arts Funds will not be included as a source of income. However, it also means that administration, accounting, leases and service costs will need to be budgeted in each project.

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Art Commission

Dianne Feinstein
MAYOR

Joan Ellison-Wong
DIRECTOR

November 10, 1983

MINUTES-CULTURAL FACILITIES CO. & CULTURAL MANAGEMENT MTG. 9:00AM

Commissioners

Roselyne C. Swig
President

Dmitri Vedensky, Jr.
Vice President

Vernon Alley
Timothy Duncan
Fredrick Goerner
Jo Hannon
Robert LaTorcca
Jacqueline Nemerovski
William Paterson
Piero Patri
Peter Rodriguez
Ray Tulinferro

Ex Officio Members:

Presidents of the
Fine Arts Museums
Library Commission
Planning Commission
Recreation and Park
Commission

PRESENT:

Timothy Duncan.....Commissioner
Claire Isaacs.....Art Commission Director
Anne Marie Theilen.....NAP Director
Debrenia Madison-Himes.....NAP
Bernice Bing.....SOMAR Director
Felirine Bongolan.....FSSA/NAP
Zenma Meacham.....BOH Director

AGENDA

I Cultural Facilities Agreement Status Report
  A. Comments & Revisions
  B. Insurance Section
  C. Personnel Policies of Centers
  D. Funding Sections of Agreement
II Friends Of The Arts Board Structure & Representation
  A. Status of present Cultural Center representatives on Board
III Hotel Tax Grant
  A. Mailing List of Centers
  B. Publicity Credits
IV Mission Cultural Center Update on Renovation
V Western Addition Update on Renovation
VI New Business

I CULTURAL FACILITIES AGREEMENT STATUS REPORT

A. Comments & Revisions:
The Committee Members decided to table detailed discussion of revisions on the Agreement, in its third draft, until the next meeting. This decision was made to allow all parties to reread it, take it to their Boards for input and to bring back their opinions to the Committee at its next meeting.

B. Insurance Section:

Ms. Madison-Himes informed the Committee of her meeting with Keith Grand, the City Risk Manager, whereby they discussed the Insurance issues as drafted in the agreement. Mr. Grand suggested that Section VII be Entitled Insurance and include therein, all relevant insurance determinations. He suggested that the City Attorney's Office Draft this section with indemnification provisions where appropriate.
The Committee agreed to this idea and moved to have this section drafted by the City Attorney's Office.

C. Personnel Policies of Centers:

The Committee was apprised that the Board's Personnel Policies will be given to the City Attorney to make sure that all clauses insure the employees a grievance recourse, and benefits similar to what they possess now. Upon review, the City Attorney will make recommendations for revisions.

D. Funding Section:

Ms. Madison-Himes informed the Committee of the recent memo sent from Friends of the Arts which assesses a "10% fiscal agent fee" on money handled by the Friends to be effective as of November 1, 1983.

The Committee was asked to comment upon this fee and decide whether or not this was acceptable.

Commissioner Duncan articulated that a sliding scale should be used regarding assessing an equitable fee. He suggested that the Committee move that Grants applied for before the Friends were reorganized and which were submitted without a fiscal fee request: * * *NO FEE BE CHARGED. Thereafter, a sliding scale could be used for the following categories:

II

Grants applied for after FOA reorganized, however,
a. Submitted without FOA fundraising assistance.
b. Service rendered by FOA administrative fiscal Conduit

III

Grants applied for after FOA reorganiz
a. FOA actually solicits the funds through fundraising Co.
b. FOA acts as fisc conduit

IV

Grants applied for after FOA reorganized
a. FOA writes grant
b. Solicits funds through Fundraising Co.
c. FOA acts as fiscal conduit

Director, Claire Isaacs, suggested that this committee draft a counter proposal for fee assessment and give it to her. She would then lobby FOA to adopt it.

II FRIENDS OF THE ARTS BOARD STRUCTURE & REPRESENTATION

A. Status of present Cultural Center Representatives on Board of FOA

The committee discussed the fact that the Cultural Centers and other proposed representatives to become members of FOA Boar had not been voted onto FOA Board to date. The Committee voiced dissatisfaction with this arrangement, and agreed that a letter from the Committee should be drafted to put pressure on the Frie to hasten this process.

III HOTEL TAX GRANT

A. Mailing List of Centers
B. Publicity Credits

The Committee was reminded that the Hotel Tax Fund should be put on the Centers Mailing List and in their publicity credits. This is a condition of the grant and must be complied with.

IV MISSION CULTURAL CENTER UPDATE ON RENOVATION
V WESTERN ADDITION UPDATE ON RENOVATION

Both renovations are still in progress..

VI NEW BUSINESS
Attendance of the Program Directors is important to the decision making capability of the Committee. The Committee urges all members to be responsible by arriving on time and participating fully in the important issues of discussion.

MEETING ADJOURNED: Next Mtg. scheduled for December 14, 1983 in the Arts Commission Conference Room Hyde Street.

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Dianne Feinstein
MAYOR

John Ellison-Wong
DIRECTOR

[Minutes]

CULTURAL FACILITIES COMMITTEE MEETING 12/14/83

PRESENT: Dmitri Vedensky, Anne-Marie Theilen, Zenna Meacham, Oscar Maciel, Bernice Bing, Fe Bongolan, Claire Isaacs.

GUEST: Richard Broder, AIA, Rosekrans and Broder

AGENDA:
1) Renovation reports - presentation of Master Plans for SOMAR, MCC, and WACC (Broder)
2) Cultural Facilities Agreements
3) Fiscal Management Fees - Friends of the Arts
4) Funding Update - Hotel Tax Fund - NEA-Expansion Arts
5) Round Table Meeting 12/22/83

1. Architect Richard Broder presented the final draft of the SOMAR Master Plan and Phase II for WACC and MCC's Master Plans.

The SOMAR plan reflects an expanded seating area with restrooms underneath the seating area, with another set to the south side of the Gallery for Gallery staff and theatre use. The seating plan was extended after a meeting with members of the Cultural Center's non-profit board (theater advisory committee), who recommended the proposed theater be expanded from 99, as originally planned to 150 seats.

Broder estimated costs for the 99-seat renovation @ $1.5 million, and the 150-seat @ $1.622 million. This would include the basic fire and life safety codes procedures, a firewall, sprinkler system, and a new roof with adequate structural support. Phase I of this renovation, which includes the firewall construction, rehabilitation of the roof, and a sprinkler system, was estimated at $850,000.

Bernice asked if the present plans (150 seat) could include an employee access door between the warehouse space and the theater/gallery area.

Mr. Broder presented the demolition plan for the MCC's first through third floors, with an estimate summary sheet (see attached). This includes: 1) demolition; 2) structural work; 3) finishing; 4) elevator; 5) equipment and 6) building services (water/heating/electrical).

The total appropriation for renovations of WACC and MCC was $712,000. $212,000 was applied to the renovation of WACC's theater, and upgrading WACC to meet fire and life safety code standards.

$500,000 is available and will be used for the MCC's Phase I renovation, but there is a shortage of $230,000 to complete the life-safety requirements for this phase. (This amount is approximate).

It was asked how this extra money could get allocated. Broder recommended that a letter be drafted from the Art Commission to Calvin Malone from the Redevelopment Agency requesting these funds, with a recommendation from Broder (which will include renovation cost estimates). A meeting between Mr. Malone, Claire Isaacs, Mr. Broder and Anne-Marie Theilen can be arranged. Once the request has been made and approved, (if it occurs as soon as possible) expenditure and construction can begin at the MCC in September or October of 1984.

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2. Cultural Facilities Agreement: The deadline for input in writing from the Cultural Centers' non-profit boards on the Cultural Facilities Agreement is December 29, 1983. This new input will be reviewed by Judy Teichman.

   Claire also reported that in her meeting with the Mayor's Office, that the Mayor is interested in setting a certain percentage of space/time reserved for performing arts programming at the Cultural Centers.

3. Fiscal Management Fee - Friends of the Arts: Because there was no quorum of Art Commissioners, this item was tabled until the next Cultural Facilities Committee meeting (January 18, 1984).

4. Funding update: In a meeting with Cary Schulman of the Hotel Tax Fund, Anne-Marie and Bernice discussed the new format in which the Cultural Centers and Support Services should apply for HTF. A full-length discussion of this issue will be pursued at the next Program Director's meeting of 12/20/83.

   NEA: On Friday, December 17th, a workshop will be given to the Program Directors of the Cultural Centers on the NEA - Expansion Arts Program. Upon notification by Grace Hampton, Asst. Director of Expansion Arts and the Expansion Arts review committee, it was recommended that the Neighborhood Arts Cultural Centers re-submit the NEA-EXA grants for 1985 separately, preceding the grant submitted in September by Debrenia Madison-Himes and Anne-Marie Theilen. The NEA is not interested in this coming funding cycle, in supporting consortiums.

5. Round Table Meeting - 12/22/83: To be discussed:-funding approach by NAC and FoA
   -Pros and cons of fundraising through the Consolidated and individual effort.

FNB

Whatever suits your fantasy

By Burr Snider
Examiner Staff Writer

ALL THE WORLD'S a stage, and all the men and omen merely players, then someone clearly has to ovide the costumes, right?

Right. The rest of the world might have to take re of itself for raiments to don between the ntrances and exits, but San Francisco, fortunately, m Minor and the Costume Bank.

med about five years ago under the auspices of the borhood Arts Council, the Costume Bank is a unity resource that provides a marvelous range of es and props to theater groups, churchs, schools, ctors and just about anybody who feels like dressing heir fantasies and has five bucks a day to spend for l fee.

nt to be a Wise Man for a Christmas pageant? A Claus for a school parade? How about a medieval with sword and shield? Come to the Costume Bank Fulton St. (in the Western Addition Cultural Center) m Minor will fix you right up.

ost schools and churches can't afford to go to ercial costume shops, they're just too expensive," lnor, a long-time theater person and professional ner. "And many individual performers are really g on a shoestring, so we fit the bill for them. We nt a lot of stuff to people who make things for MTV. now, we're heavily involved in a Julian Theater ction called 'Oh Danny Boy,' about a man who s he has to kill Dan White. We're really excited his, because not only are we doing the costumes, roviding consultation on set design and materials, 've even placed an intern in their production to n the show."

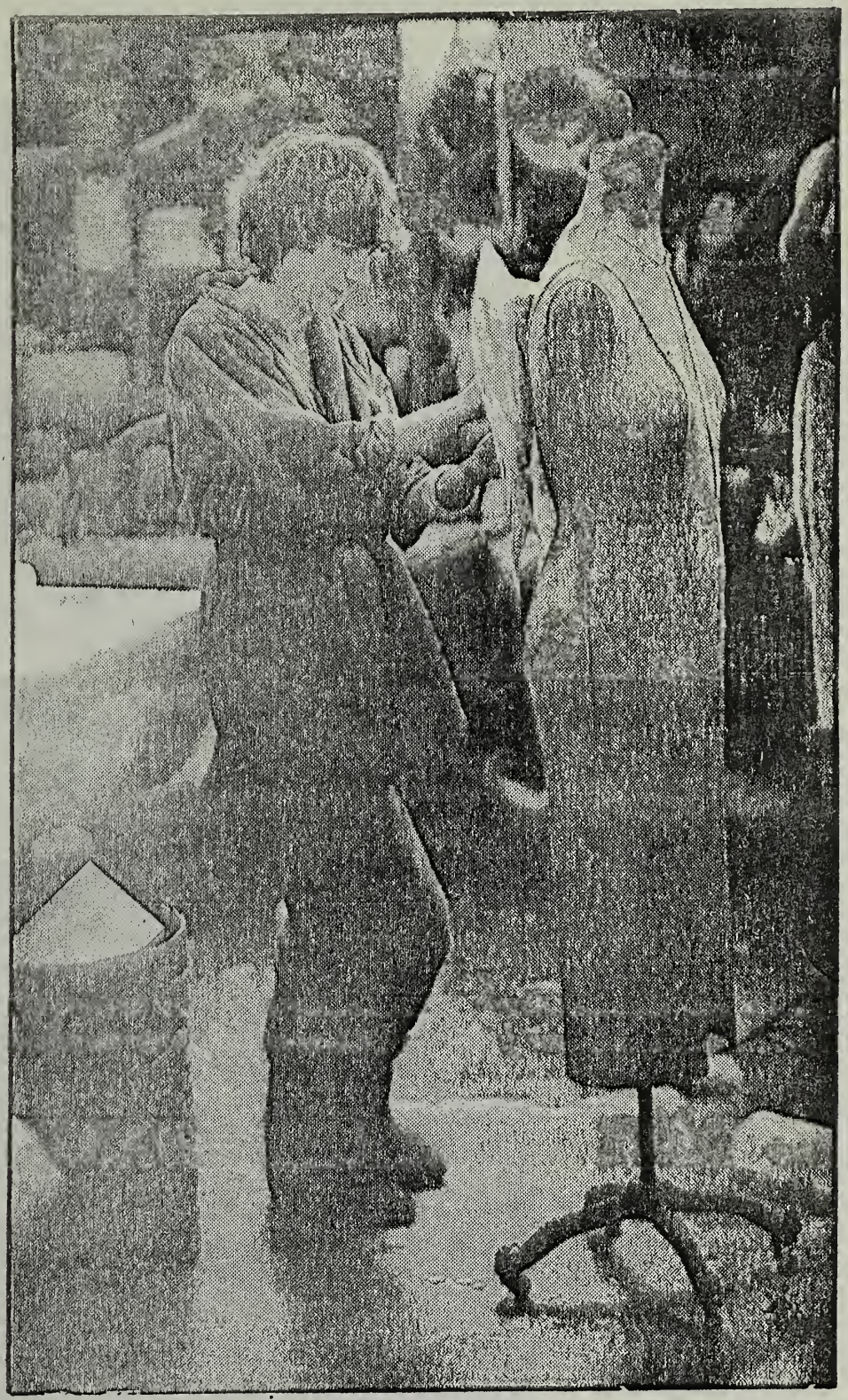
M or's enthusiasm is infectious, even in the face of budget cuts and the absence of CETA funding, ic once was a staple part of the Costume Bank's op .

"W lost employees and funds, but we're determined raise our rates," she says. "The costumes are a little g , and it's very hard to maintain them, but it just us, and the people who use the Bank, to be more e. We're kind of a recycling center."

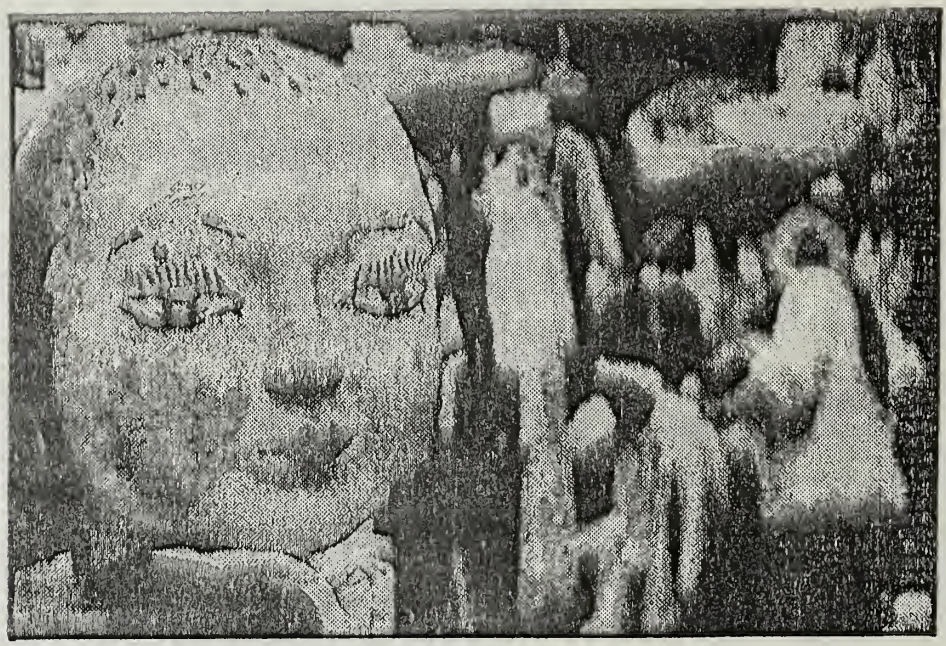
Th Costume Bank, in addition to costume rentals, d workshops in schools to teach costume design and n drafting. Also there are classes at the Bank at h Call 921-8722 for information.)

"W're struggling, but we're determined," Minor says. n always use contributions, either cash or materials. ove to have a washer-dryer, and all our clothes racks c apsing, so things like that would help. Also we can ay use volunteer help. One of our plans is to get a lot n material and get working designers in here to work h terns making new costumes. That way everyone n s. The designer gets the credit, the interns get the ow dge, we get the costumes, and the community gets b efit."

A the world is a little brighter and spiffier in its stage er rom the San Francisco Costume Bank.



Pam Minor, director of the Costume Bank, adjusts a pair of angel wings



At left, Wendy Zeigler, who is playing an elf, and Melvin Moore, who will be a king, suit up with costumes for a Christmas play; above, a theatrical prop at the Costume Bank

Examiner/Nicola Bongivono

THE NEIGHBORHOOD ARTS PROGRAM
A PROJECT OF THE SAN FRANCISCO ART COMMISSION

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January 27, 1984

MINUTES OF THE CULTURAL FACILITIES COMMITTEE MEETING: January 18, 1984

COMMISSIONERS: William Paterson, Robert LaRocca
STAFF: Anne-Marie Theilen, Fe Bongolan, Loretta Kruger, Bernice Bing, Lynda Rallo, Zemma Meacham, Carlos Loarca

AGENDA: 1) South of Market facilities
2) Agreement with Cultural Centers
3) Funding - report

1. SOUTH OF MARKET FACILITIES: Anne-Marie reported on the completion and presentation of the Master Plan for the South of Market Cultural Center Master Plan by Richard Broder. (NAP Committee meeting 12/14/83).

A subsequent recommendation was made by Calvin Malone to the Board of Supervisors allocating $563,300 to begin the Phase I renovation of the South of Market CC, which includes the roof repair and life-safety precautions. Mr. Malone also recommended the amount of $374,800 to complete the Phase I renovation at the Mission Cultural Center.

Anne reported that there is a technical aspect that needs to be resolved. There is no official recognition of the South of Market facilties as a Cultural Center. It was originally designated as a warehouse for the Art Commission. A resolution is needed to reflect this recognition.* (see attached Committee recommendations).

Commissioner LaRocca suggested that since there is no quorum of Commissioners present to make a resolution, that the Committee report reflect a recommendation that the intent of the South of Market facility be officially recognized as a Cultural Center, in acknowledgement of its programming, which has been actively increasing since 1981. It is recommended that this go before Commissioner Duncan for approval before getting on the Consent Calendar.

At the December meeting of the NAP Committee, Mr. Broder also presented the renovation plans for the Mission Cultural Center. These plans were recommended to be brought to a full meeting of the Art Commission on February 6.

Since the new money allocated by Calvin Malone to the South of Market and Mission has already been approved by the Board of Supervisors, the Committee minutes and report should reflect their approval, and a recommendation be made to the full Board of the Art Commission to also show their approval.

Anne-Marie reported on the current status of the Western Addition Cultural Center, which has been closed pending approval by the Building Inspector. The building's theater is completely renovated, with new equipment. Security could be a major problem if there is no movement to get the building open as soon as possible. Anne-Marie suggested that the Art Commission make a written recommendation for the Western Addition Cultural Center to continue programming in the 2nd and 3rd floors.

Commissioner LaRocca suggested that a list can be made to separate out the life-safety items that need to be handled immediately to get the building approved for use, from the small items that can be taken care of while the building is in use. He also suggested that the City Architect can mediate in these problems between the contractor

and WACC.

2. AGREEMENTS WITH THE CULTURAL CENTERS - Anne-Marie reported that the individual agreements between the non-profit boards of the Cultural Centers and the Art Commission are still progressing. The input is forthcoming from the Bayview Opera House and Friends of Western Addition Cultural Center, and the Friends of the Mission Cultural Center, whose special Executive Committee will be meeting on this issue, will have input ready after their regular board meeting of February 14. The Friends of Support Services for the Arts have already submitted their input.

   Anne also reported that Judy Teichman will be placing an item in all agreements that would reflect the necessity for the Cultural Center non-profits to carry programming insurance.

   Bernice Bing asked about the procedures that would take place once the agreements have been drafted. Anne answered that the agreements would go to the NAP Committee then to the full Art Commission for approval.

3. FUNDING: Anne-Marie reported on the Hotel Tax Fund applications being submitted by the NAC, for the four Cultural Center's staff salaries, and by the NAP, for the full-time salary at the Chinese Cultural Center, administrative costs, and facilities and truck maintenance costs. The NAC will be requesting $267,000, and the NAP will be requesting 58,000.

MEETING ADJOURNED 10:15 am

FNB

NEIGHBORHOOD ARTS PROGRAM COMMITTEE

With no quorum of the Neighborhood Arts Program Committee, a recommendation to make a resolution on the following was made by Commissioners Robert [illegible] and William Paterson:

1) That the intent of the South of Market cultural facility be officially recognized as a Cultural Center of the Neighborhood Arts Program, in recognition of the programming that has occured there since 1981.

2) That the Art Commission move to approve the new allocation (as recommended by Calvin Malone) of $563,300. to begin the Phase I renovation of the South of Market Cultural Center (934 Brannan Street).

3) That the Art Commission move to approve the new allocation (as recommended by Calvin Malone) of $377,800. to complete the Phase I renovation of the Mission Cultural Center (2868 Mission Street).

An additional recommendation is needed:

4) That the Art Commision move to hire Kathleen Cinnater on contract to coordinate the CDBG Jobs Bill mural projects on a one-year contractual basis.

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FEBRUARY 21, 1984

MINUTES OF THE CULTURAL FACILITIES COMMITTEE MEETING - February 15, 1984

COMMISSIONERS: Timothy Duncan, William Paterson
STAFF: Anne-Marie Theilen, Loretta Kruger, Bernice Bing, Fe Bongolan, Claire Isaacs, Zemma Meacham

AGENDA: 1) Facilities Report
2) Friends of the Arts - Fee for services
3) Cultural Facilities Agreement
4) New Business - Tour of the Cultural Centers by Supervisor Renne

1) FACILITIES REPORT: Anne-Marie reported on the current progress of the dispute between the Contractor and the City over completion of Phase I renovation at the Western Addition Cultural Center.

The Center hopes to be open by March 1. The Friends of WACC are recommending to hire two staff members - the building Master Technician and the Gallery Coordinator to open and maintain the building.

A question was raised as the current status of the building's Program Director. Anne-Marie reported that the community wants her hired for another 90-day period, on a specific contract. This contract, which defines the Program Director's role with the Center and its non-profit board, will be reviewed by a lawyer. If the Program Director signs this contract, the contract will go into effect March 1, 1984.

Mission Cultural Center's Phase I renovation is almost complete. During Phase II renovation, the building will remain open on a limited basis, avoiding the current problem we are encountering with the re-opening of WACC. A question was raised as to why there are so many inspections needed. Anne-Marie will investigate.

2) FRIENDS OF THE ARTS - FEES FOR SERVICES: At the November Cultural Facilities Committee meeting (November 9, 1983) a discussion began on the charging of fees by the Friends of the Arts for administrative services, such as bookkeeping and grants administration, for the Cultural Centers. It was suggested by the Friends of the Arts that a 10% fee be charged per grant, and that this would be effective as of November 1, 1983. At that time, the Committee recommended that a sliding scale be used to determine an equitable fee.

Up to now, Friends of the Arts has been providing these administrative services without charge, and needs money to operate. FoA states that they can continue these services, and maintain operations if there is a 10% charge. It was suggested that the 10% fee for the funding applied for have a "cap" of $1,000. It was also suggested that the grants could be placed in categories, such as, municipal funding, federal funding, etc.

It was also asked as to the potential of what money could be raised throughout the year, and what Friends of the Arts actually needs to operate. It was asked

that FoA submit an operations budget for one year, to be reviewed by this Committee.

3) CULTURAL FACILITIES AGREEMENT: Anne-Marie reported that two of the non-profit boards, Friends of Support Services for the Arts and Friends of the Mission Cultural Center have submitted theirinput on the Cultural Facility Agreement draft. The agreements will be re-written to fit the needs of these individual boards. Debrenia Himes will provide the consultancy work in re-drafting these agreements. A final draft will be ready to bring by the City Attorney's office by the next Cultural Facilties Committee meeting.

It was suggested by Loretta that the non-profits look at the input of the other Cultural Centers. Anne-Marie reported that this information can be exchanged, once the first drafts have been completed and reviewed by their respective boards.

NEW BUSINESS

4) In the light of recent controversy over fire-safety in the theaters throughout the city and the city's cultural facilities, and recent developments in funding towards renovation of the Cultural Centers, Supervisor Louise Renne has expressed a great interest in visiting the Cultural Centers.

Saturday, February 25, was suggested to schedule a visit. This day is programmatically active for the Cultural Centers. Anne-Marie will call and try to schedule this tour with Renne's office. Commissioner Paterson and Architect Richard Broder also expressed an interest in attending this tour.

Anne-Marie reported on the recent meeting she attended on Capital Assets Management. Since the Cultural Centers are a capital asset for the Arts Commission, it is important that the Cultural Centers be part of the assessment program. Recommendation then made to the Mayor's Office would include maintenance and renovation information. The Assessment Program will be helpful when we make a case for staff to be hired to maintain the facilities after renovation.

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CULTURAL FACILITIES COMMITTEE

14 March 1984

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Present: Commissioners: William Paterson and Robert La Rocca.
Staff: Anne-Marie Theilen, Bernice Bing, Oscar Maciel, Fe Bongolan, and Zemma Meacham.

Facilities Report:

Western Addition Cultural Center: The Western Addition Cultural Center will officially open on April 7th with an open house and a gallery opening. Two staff positions (Gallery Coordinator and Building Technician) have been filled, while two positions (Office Manager and Theatre Coordinator) remain open. Presently, the staff is working with an interim board liaison from Friends of WACC to facilitate building operations and board directives.

A meeting with Anne-Marie and the resident companies has been scheduled for Thrusday, March 15, to work out space needs at the Center during renovations.

Mission Cultural Center: The renovation plans for the Mission Cultural Center may need to include a few changes on the mezzanine floor to include a hallway/foyer for the gallery.

Bayview Opera House: Anne-Marie reported on the progress of the installation of a new ventilation system by DPW. A bid has come through and approved by the NAP office. The actual installation is forthcoming.

The BOH will also need a new coat of paint and some repairs on the front facade. In addition, a new sign for the front of the building is also needed, which will require a design approval from the Landmarks Department of City Planning. This work should start right away before the end of the fiscal year.

Friends of the Arts: Discussions with Mary Killion, Director of FOA, have had no conclusion as of yet on the negotiation of a fee for FOA services. It was suggested that an operations budget for FOA be presented to the Cultural Facilities Committee for discussion at the April 18th meeting, so that a definite decision can be made for fiscal fee.

Cultural Facilities Agreement: Debrenia is now working on the agreements between the Cultural Center non-profit boards and the City. A draft from the City Attorney's office outlining the insurance needs for the buildings was presented.

The issue of the City-owned trucks and their liability was raised. Presently, FSSA is insuring the drivers of the trucks but not the vehicles themselves. The trucks would remain the City's responsibility.

It was mentioned that insurance agents should do an on-site inspection of these buildings.

Final input from the non-profits is expected before April 18th.

Renne's Tour: A discussion ensued on the organization of Supervisor Louise Renne's tour of the cultural centers. A letter will be sent to her office with an open invitation with the time to be coordinated between her office and the AC/NAP.

Oscar sent a letter to Tom Malloy of Park & Rec to arrange a meeting with him and his staff to coordinate cultural programming, thus avoiding programming conflicts. It is Oscar's short-range goal to use the Mission Community Center while the Mission Cultural Center is being renovated.